

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
AGENDA**

**August 6, 2004
9:00 a.m.**

- | | |
|---|---|
| <ul style="list-style-type: none">• Opening Remarks<ul style="list-style-type: none">➤ Thank you➤ May 13, 2004 Minutes
• LIDS Enhancement Updates<ul style="list-style-type: none">➤ Inquiry<ul style="list-style-type: none">✓ Insurance Number inquiry needs capability to search by name. Goal date - July 1, 2004. Completed?➤ Reconciliation<ul style="list-style-type: none">✓ Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category. Goal date – July 1, 2004.✓ Financial Reconciliation Screen enhancement – Alice Coe, Compensation Board Committee approved adding a tag to update offenses. Goal date is July 1, 2004.➤ Update Offenses – Cindy Angle, Montgomery County<ul style="list-style-type: none">✓ When updating one offense, give the ability to press Enter, and automatically go to the next offense. Committee approved adding a tag to update offenses. Goal date - July 1, 2004.➤ Reports<ul style="list-style-type: none">✓ Restructuring/grouping of Forms Maintenance reports - Debbie Hamlet, Blue Ridge Regional Jail, reported that when requesting a report (e.g., List by Reason Confined, and List by Reason Released), and press Enter to continue, system requires her to go back to the Forms Maintenance Menu to view a report. She suggested that LIDS be updated to allow viewing reports immediately after pressing the Enter key.✓ VCC Search Report - Updated to allow wild card search. Goal date - February 29, 2004.✓ Possible Error report and the Data Integrity report - alter so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue indefinitely, as no ICJIS meetings have been held the past six months. OTN standalone query to be developed for sentencing guidelines. Goal date – September 2004.✓ Disposition Report to be developed in Forms Maintenance – Routine, Reconciliation and Inmate Status reports. Goal date - July 2004.✓ Reginald Tinsley, Richmond City - A new report that compares current roster or ending count with ending count of previous month that reports the plus and minus details of commits and releases, and details inmates currently committed that were not committed in previous ending count and inmates that were released who were active in the previous ending count. Reginald agreed to fax a copy of the information to Alice Coe or Anne Wilmoth. As of May 13, a fax had not been received from Reginald.✓ Debbie Hamlet, Blue Ridge Regional Jail - A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production July 1, 2004. If anyone needs this information prior to July 1, 2004, send request via e-mail to Anne Wilmoth.✓ Bobbie Elswick, Gloucester County – ADP comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report. Committee approved. Goal date is July 1, 2004.✓ Julieann Robertson, Chesterfield County – Viewable and downloadable Tuesday Reports. Committee approved to leave the Tuesday Report as is. An ADP (Average Daily Population) version will be developed. Goal date was April 30, 2004.➤ Reason Confined Codes<ul style="list-style-type: none">✓ JulieAnn Robertson, Roanoke County – Develop reason confined code for Local Treatment Program/Facility. Committee approved developing a new reason confined code for a local treatment program vs. a State treatment program, which will be treated the same way as holding for diversion/detention center. Disposition code 'DT' – Deferred Treatment – must be used along with the new reason confined code and if a sentence is <u>not</u> imposed. The 'DT' and new reason confined code will serve as the sentence. Goal date - July 1, 2004 | <p>Sue 9:00 a.m.</p>

<p>Anne 9:05– 10:00</p> |
|---|---|

- Disposition Codes
 - ✓ Micah Meadows, Fauquier Co. Jail - Requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates. Then possibly develop a Forms Maintenance report and possible error. A flag will be added. Anne Wilmoth will contact Department of Corrections to see how long it will take to do it in "soft" form.
- Ron Wise, Alexandria City – Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue. Anne Wilmoth and Bill Copley will write the analysis/requirements to do this, and will submit the analysis to Committee by April 1. Anne Wilmoth suggested that this feature be restricted to the adjustor, certifier, and/or approver.
- LIDS security table - Anne Wilmoth, Compensation Board – should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be emailed, faxed or mailed to the Compensation Board to be placed on file. Goal date - July 1, 2004.

• **Forwarded/Continued from last meeting** **Committee 10:00 – 10:30**

- Parole Violator Information
 - ✓ Anne Wilmoth, Compensation Board - Do jails receive parole status information, either discretionary or mandatory? If so, we may want to collect this in LIDS to assist the forecasters. Committee agreed that jails do not know inmates are parole violators until released. As of May 13, Anne Wilmoth had not had the chance to follow up with DOC and check with forecasters to see if this is still needed/desired.
- Anne Wilmoth, Compensation Board, requested to discuss new ADP report at May meeting. Anne was not in attendance at May 13, meeting.
- Carol Moye, Prince William/Manassas Regional Jail, asked why LIDS is only capturing SR inmates. She will email a situation to Oliver Bradshaw, Compensation Board. LIDS Advisory Committee members were asked to email issues concerning Reason Confined Codes 81 & 82 to Oliver Bradshaw and cc: Anne Wilmoth, Alice Coe and Sue Kelly-Graham.
- Bruce Folks, Rockingham County – Requested a penalty modifier for inmate convicted of a misdemeanor with 12-month sentence for 18.2-308.4, which is for felony charges only, not misdemeanors. Jody Fridley and Jim Creech of the VA Criminal Sentencing Commission approved this change and decided to use a "J" to identify these cases, since they are sentenced from juvenile court. The change was made in LIDS July 1, 2004.

• **Break** **10:30 – 10:45**

• **New Pre-planned Issues** **Committee 10:45 – 12:00**

- Jeanne Frink, Page County – Requested that LIDS be updated to allow viewing & printing of a particular range (i.e., by year) of adjustments instead of one at a time.
- Paul Camarca, Fairfax County – Warrant of Arrest – Illegal Alien Pursuant to §19.2-81.6 (new Statute Effective 7/1/04.)
- Diane Wilson, Rappahannock Reg. Jail – Requests modification of Pre-Trial Report to include days & count as it appeared on the old Pre-Trial Report.
- Major Harry Wyatt – Piedmont Regional Jail – Requests that LIDS be updated to produce a message in Commitment Maintenance when users enter required Country of Birth/ Country of Citizenship fields.
- Lt. Jeanette Rush, Albemarle/Charlottesville Reg. Jail – Request to add a Routine report in Forms to flag or enter any particular date to get updated information on the Tuesday Report.

• **Lunch Break** **12:00 – 1:00**

• **New Pre-planned Issues (continued)** **Committee 1:00 – 1:30**

- Ron Wise, Alexandria City – requests that DNA information be added to the Commitment Maintenance Prisoner information screen.
- Ron Wise, Alexandria City – requests that the country information needs to be completed for US and left blank only in cases when the information is unavailable/ unknown. When checking files and it is intentionally left blank, he doesn't know whether it was omitted because of the US or because my clerk forgot to enter the information.
- Ron Wise, Alexandria City - disposition codes SC (Sentence Completed) and TS (Time Served), when are they used give examples. For instance; if inmate gets 3 months on a felony but has sufficient jail credit to satisfy said sentence, he would have already been time served and released had he not had a pending felony. Would he fit into either category?

- Ron Wise, Alexandria City – re-commit no new charges and non-consecutive days. Can we get the function to accept with just a SSN and/or non-consecutive days entry. Current procedure requires too much information to continue.
- Ron Wise, Alexandria City - Birth Country/ Citizenship - when receive conflicting information, for example, CCRE-Korea/Korea/ JMS-Korea, US/ US, VASID#- Korea/US. We ended up using KO/XX.

- **2004 LIDS Conference Update** **Sue** **1:30 – 1:45**
 - Agenda Update
 - Registration Update
 - New issues
- **Committee Resignations** **Alice** **1:45 – 2:00**
 - Tina James-Carrier, Petersburg City
 - Jane Beamon, Western Tidewater Regional Jail
 - Reginald Tinsley, Richmond City Jail
- **Committee Recommendations**
 - Captain Parham & Lt. Beamon recommend Steve Ezzell, LIDS Technician, Western Tidewater Regional Jail since 6/1/03
 - June & July LIDS Newsletter article - request for interested LIDS users, member requirements, etc.
- **Discuss Quarterly Committee Dates** **2:00 – 2:15**
 - November 10, 2004 – Blue Ridge Regional Jail, Lynchburg, VA
 - March ____, 2004 - ?
- **Issues Tabled Indefinitely**
 - Sentence Length Within Sentence Guidelines analysis and program revisions.